

Community Deployment Guide

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Section I – Pre-deployment

PREPARATION

As a member of a unit with potential for worldwide deployment on short notice, the following information will aid in making a family separation more manageable.

- Too often, family members deny the possibility of duty separation, and pretend it is not going to happen. This denial can be emotionally harmful. Once separation occurs, they are likely to find themselves unprepared. It is much healthier for families to face issues directly and become better prepared to positively address the life style changes brought about by separation. Adequate preparation for all family members is the key to minimizing the problems that will inevitably arise during a duty separation. Sometimes families avoid talking about things that bother or worry them. They are afraid that talking about things will make matters worse. In reality, open discussion provides family members the opportunity to clarify potential misunderstandings, get a better idea of what is expected, work out solutions to identified problems, and to better prepare themselves for the coming separation.
- Having a sense of control over events is a significant moderator of the stress associated with separation. We all desire some sense of control even in the face of uncontrollable situations. Feeling no control over a situation can lead to characteristics of learned helplessness. The perception of even some control can be enough to lessen most negative responses and become a base for building positive coping behaviors. An individual's appraisal of upcoming events as being highly stressful or undesirable but manageable will significantly influence their coping level. That appraisal is related to the degree to which individuals feel that they have adequate knowledge, coping skills, social support, and some control over future events. Preparation for coming events, especially undesirable events, can greatly alter a person's attitude. Therefore, the importance of education and preparation cannot be overstated. To be forewarned is to be forearmed.
- Single parents and dual career military couples face the same reality. They may experience
 even greater stress and responsibility during preparation for the separation. No other "parent"
 remains at home and, therefore, separation takes on an increasingly stressful dimension.
- There is a difference between being ready "to go," and ready "to part." Being ready "to go" means having your duffel bag packed, all shots up to date, and other duty essential preparations completed. Being ready "to part" from your spouse and other family members means being aware of the personal and family issues related to separation, and being prepared to deal as constructively as possible with those issues.
- *Plan ahead.* This is one of the keys to a successful family separation. There are many things you can do before you leave. This will prevent your spouse from feeling they have to handle it all alone and you from worrying about all the things left undone.
- The best place to start is at a *pre-deployment briefing*. Topics discussed are informative ranging from an unclassified intelligence briefing to whom to contact if your allotment or paycheck is late. It will also provide you and your spouse invaluable information about services available through your Community Service Center and other base agencies.
- Then, *read this guide*. Mark or highlight passages you find particularly interesting or helpful. Some parts you may want to re-read or post on the refrigerator just in case an emergency occurs and you don't have time to find the page you need.

- Spend an evening with your spouse to discuss the deployment, how both of you feel, what you
 worry about, how to handle emergencies, or repair problems, and what you think needs to be
 done around the house to get things together.
- *Have a "show and tell" day.* Even if it is the dead of winter, learn how to start and operate the lawn mower. Ask your spouse to show you how to check the oil in the car and where to add brake fluid and transmission fluid. Do you know how much air goes into the tires? How to change a flat tire? Learn these things BEFORE your spouse departs.
- When the departing spouse is the person who usually does the laundry, cooking, etc. be sure you are comfortable with the appliances within your home. Do a load of laundry. Learning how to sort clothes may save the family from having to wear strange colored underwear. If you are not familiar with commissary shopping and cooking, plan a dinner, make your own shopping list, then prepare a meal for your spouse or family.
- Use the various *checklists and tools* found in this booklet.
- Finally, before departing, make sure the remaining spouse is the one with the keys and checkbook.
- So much will depend on your advance preparation. The more you can learn and accomplish
 before the family separation, the more confident both of you will be when the parting time
 comes.

REMEMBER-----PLAN AHEAD

DEPLOYMENT AND THE SINGLE SERVICE MEMBER

While the majority of the information in this guide deals with separation issues involving couples, deployments or extended TDYs can be just as demanding for the single military member. Not only will you experience all the emotions and relationship stresses discussed in this guide; you have the added burden of finding a reliable individual to handle your personal affairs during your absence. The importance of a will and power of attorney is just as critical for single members as it is for their married counterparts. Please take time to go through this guide. You will find it helpful.

Questions to consider...

- House or Apartment:
 - Have I made proper arrangements for mortgage/rent?
 - Should I continue with my rental lease?
 - Who will check on my house while I'm gone?
- Car:
 - Where do I store it?
 - What about payments?
 - What about upkeep?
 - Invalid or aging parent:
 - Who will be responsible for the care of my parent(s) while I'm gone?
- Children
 - Who will be responsible for the care of my child (children) while I'm gone?
- Significant Other:
 - What kind of support will my significant other need in my absence?
- Emergency Notification Information:
 - Who should serve as my Next of Kin for emergency notification purposes?

A MILITARY SPOUSE'S VIEW POINT

When the separation finally occurs, for many spouses this is a reality check. Until now there was the possibility of a change in orders or some other eventuality to prevent departure. But the separation is inevitable, and the spouse must cope.

- When your spouse leaves or deploys, a piece of you goes too, but that's what you want...for part of you to be with your spouse. You find that you, too, keep your spouse present with you. You may sleep with their picture on your nightstand, or you may leave a pair of their shoes by the front door.
- When your spouse leaves, you go through a whole series of different emotions. About six to eight weeks before your spouse leaves you begin to "psyche up" for the departure, and you both get very busy thinking about details that need to be tended to before departure. You both may feel excited, intimidated, and maybe a little worried about how you will manage. About three to four weeks before your spouse leaves, you begin to put distance between the two of you, build a few walls, maybe withdrawing from each other. You may become irritated with each other and you

may even have a fight. This distancing reaches a peak about two to three days before your spouse leaves when you both think they should be gone so that you both can begin counting down to the reunion...which may seem an eternity away! This "distancing" is normal and allows you to permit this person who is so very important to you to go away...for a while.

• When "THE DAY" arrives you may drive your spouse to post and be thinking that some way, somehow, something will keep them home. Whatever you say to each other may seem awkward and not quite right, and afterward, when you reflect on not seeing each other for a long time, you may wonder why you couldn't have been more romantic, or have given a "warmer" good-bye.

YOU ARE NORMAL!

- For the first day or so after your spouse leaves, you may feel like a robot, just going through the motions, almost like you are in shock. You might just want to stay home. You may not want anyone around you. You may wonder if it was easy for your spouse to leave you, after all, your spouse seemed to be excited about going on deployment. You may feel overwhelmed by all the responsibilities you are facing. Then you may get angry with your spouse, with the Army, the unit, your spouses' commander, perhaps even with the whole world! How could your spouse leave?
- You will get over that too, and find you can handle the separation. You'll probably find yourself
 within a few weeks beginning to settle into a pattern. If you don't find some comfortable pattern
 or routine and continue to feel upset, call your unit's Family Readiness Liaison or Army
 Community Service. They can give you information and or assistance to help you over this
 hurdle.
- The new pattern of your life while your spouse is gone may find you a little more subdued, and certainly lonely. Sleep may come a little more easily than in the first few weeks of the separation, but probably not as easily as when your spouse is at home. Food may finally begin to taste less like sawdust. You may find from your spouse's letters that they are not angry with you, just lonely, and missing you.

If you find a routine that works while your spouse is gone, Stay with it! That regularity and ritual is very comforting!

• Six to eight weeks before your spouse comes home, you may begin planning for the homecoming. There are decorations to make, and special meals to plan, and nagging worries:

Will my spouse have changed?
Will they still love me?
Will they approve of the changes in me?
Will we have the same closeness we had before?

- As the time grows nearer, you will probably get more and more excited, may sleep less, and launch into a frenzy of house cleaning. In your mind you play over and over again various versions of the homecoming. You imagine...
- ...You see the reunion in slow motion, over and over again, like in the movies, with sunlight and fields of flowers, and you two as the only people in the world.
- ...In the last few days you seem to find yourself feeling many different emotions. Butterflies keep you awake at night. You should be happy that your spouse is returning, and you are, but you are also apprehensive. For the past months you have been the head of the house and you

really haven't had to answer to anyone for where and when you go, or what you spend money on. You have had the bedroom all to yourself and you've taken care of the family's finances. Maybe you feel like your hard-earned independence is at stake. You are proud of surviving, and maybe even thriving while your spouse has been gone. You've missed your spouse terribly, but you've learned you can manage quite well while he/she is away.

- ... The Big Day arrives and you've probably not slept well at all and you've spent hours trying to look your best. You finally have that reunion. There may be raindrops instead of sunlight, and instead of fields of flowers, there are fields of people at the hanger or reunion center.
- ...The hugs and kisses are every bit as good as you remember, and your spouse raves about how good you look and you tell your spouse they're a sight for sore eyes.
- ...Your spouse tells you that they are proud of the way you kept the home fires burning, and it doesn't matter that you didn't save more money, and you want to believe your spouse, but there is something in their face, perhaps something in their voice.
- Understand that your spouse too, is apprehensive about the homecoming, and they also want to be very, very right. They may be a little unsure and may wonder if maybe you have learned to do without them too well...perhaps they're not needed, or wanted anymore. You KNOW your spouse is wanted AND needed, and you should tell them that again and again!
- When you are back together again, take some quiet time to sit together, holding hands and talking about what happened. You need to listen to each other and you both need to talk. You have a thousand questions to ask, as does your spouse, and you both need reassurance that everything will be okay. Realize that you both have grown during your time apart and it is important for each of you to allow the other to have some space and time alone.
- The time to reestablish old patterns and to establish new, better ones, takes several weeks; so don't expect to fall back into "How it was" overnight. Take time to enjoy the intense pleasure of reuniting as a couple.
- The leaving and returning are never easy, but it does not last forever.
- Rarely are the separation and the reunion exactly as you would have imagined. Both have their drawbacks, but both also have their rewards.
- The important thing is that you both survived the separation. Remember the time apart, what you learned, what you liked, and what you did not like, and apply these lessons to similar experiences you may face in the future. It will help to make you a stronger, better prepared husband and wife team.

Section II – Deployment

COPING WITH SEPARATION

(Family separation periods provide for a time of self-growth.)

How Is Your Attitude?

What is your attitude? It is the state of mind with which you approach a situation. Why is your attitude so important? Because it affects how you look, what you say, and what you do. It affects how you feel, both physically and mentally, and it largely affects how successful you are in achieving your purpose in life. What could be more important?

- Negative attitudes make life difficult for everyone. Positive attitudes help everyone get the most out of life. While talent is important and knowledge is essential, the most important key to success is your state of mind!
- When the spouse goes away, you have to make a choice. You can apply a positive attitude, and make the best of the time you have to be apart, or, you can apply negative attitude, draw the drapes, withdraw and complain until they come home. Given the two choices, the first one is healthier and much to your advantage.
- Time passes quickly when you are busy. It also makes for better, longer and more interesting letters to your spouse. Find something you enjoy doing. Something that says YOU! Set goals for tomorrow, next week, and next month. The completion of a project will give you a sense of satisfaction. Have you thought about:

Going back to school?
Taking up a new hobby?
Pursuing an aerobic or weight program?
Seeking part-time or full-time employment?
Volunteering?

Handling Stress

- Take care of yourself. Don't try to fix family and friends.
- Get involved in things that make you happy.
- Avoid self-medication and abusing substances like drugs, alcohol, caffeine, nicotine, and food. Liquor and drugs reduce the perception of stress, but don't reduce stress.
- Be flexible; accept that you can't control everything.
- Plan for stress. Set realistic goals that leave time for breaks and limit work. Take a stress reduction class.
- Learn how to praise yourself and accept praise. Turn off the "constant censure" voice that always says, "you should."
- Keep a sense of humor at all times.
- Start thinking about what you really want out of life and begin to work towards those goals.

- Take a mental health day every two or three months.
- Avoid sulking. Let people know what you want.
- Learn how to express irritation and appreciation to others.

When The Blues Get Bluer

- Loneliness. Most people find the dinner hour and Sunday afternoon the times when they miss their spouses the most. Additionally, everybody has an occasional blue Monday.
- If your blue days are increasing in frequency, pay attention to what is going on around and in you. Are you:

Letting things go?
Gaining weight?
Yelling at the kids?
Constantly watching TV?
Sleeping in late?
Withdrawing from people?
Dropping out of organizations?
Spending a lot of time with your thoughts?
Drinking more than usual or drinking alone?

- No one takes a giant leap into depression. It is more of a cumulative process. Your favorite words are "I can't."
- Some use alcohol and drugs as a remedy. But that doesn't work. Drinking does nothing to answer life's problem. In fact, drinking just helps you to relax and forget--but the problems are still there.
- The cure for depression is the same as the prevention. Take positive action. Thoughts and feelings change behavior.
- If you can, talk to a friend. If you are alone, and problems seem overwhelming, contact Army Community Service, your Family Readiness Group Leader or Liaison, the Chapel, Social Work Services or local Mental Treatment Facility. They have people who can help.
- When your spouse is away, you need to get the sense that you are moving up and forward.
 Frustration comes when spouses see others accomplishing things while they are immobile waiting for their spouse to return.

YOU CAN DO IT!!!!!!

CHILDREN'S ISSUES

(Parents can help children understand and accept the separation and their feelings about it by planning ahead. Anticipate the problems and discuss them with the entire family)

Pre-Family Separation

- The pre-family separation period is stressful for parents and children. Confronted with an extended absence of a parent, family members sense a loss of continuity and security. Children may not fully understand why one of their parents must leave. Very often young children may become confused and fearful that Mommy or Daddy will desert them.
- Children are not very good at expressing fears and feelings in words. Anger and a desire for revenge, as well as guilt for feeling that way, is often demonstrated in the child's behavior. Change is puzzling to children. They want everything to remain the same. When changes occur, children usually have no other way to release anxieties, and no where to go for help. At a time when the separated spouse's responsibility to the Army becomes more demanding of their time and energy, the remaining spouse may feel overwhelmed, as they prepare to solely support the children, home and car.
- What can be done about relieving the stress of the pre-family separation period? Think about the following ideas which have been helpful to others in similar situations:
- Talk to your children about the deployment before it happens. Communicate your thoughts and feelings about the separation. Be open and honest. Some parents worry that advanced warning will only give the child more time to fret. However, children can sense when something is about to happen and worry more when they are left in the dark. Knowing about the deployment in advance helps in adjusting to the idea.

Building an Emotional Bond

- The departing parent needs to spend some QUALITY time with each child before they leave. Younger children (under 8) will be willing to accept a half-hour of face-to-face communication. Don't be afraid to hug your child. A display of affection is powerful communication. Older children (8 and over) appreciate being consulted when deciding how long and where this "special" time together can occur.
- Use this time to share pride in your work, unit, the Army, and the purpose for your deployment. Children of school age are beginning to understand that some events must happen for the good of everyone. It is a little easier to let go if Mom or Dad's job is seen as essential to the mission.
- Often when asked if something is bothering them, a child will say "no." But there are ways to get through. Make some casual reference to your own worries or ambivalent feelings about the impending deployment. Something that enables parent and child to share similar feelings. It also helps a child to realize their parent is a real person who can cry as well as laugh, and it models an appropriate way to release feelings—talk about them.

Visit Your Child's Teacher

Frequently children react to the assignment or deployment by misbehaving in class or performing poorly in their studies. A teacher who is aware of the situation is in a better position to be sensitive and encouraging.

Children Need To See the Parent's Workplace

Very young children need to see where Mom or Dad eats, sleeps, and spends some of their day when away from home. You can do this through pictures or TV videos. This provides them with a concrete image of where the parent is when they can't come home. Older children can learn a great deal from the parent about the function of his or her job, the sophisticated technology, interdependence of each division of the military with the other, and of course, career direction. (Statistics indicate that about 30% of our present day military personnel were raised in a military family.)

Help Children to Plan for the Departure

- While the spouse is packing their bags, allow your children to assist you in some way. Suggest a "swap" of some token, something of your child's that can be packed in a duffel bag in return for something that belongs to the departing spouse.
- Discuss the household chores and let your children choose (as much as possible) the ones they
 would rather do. Mother and Father need to agree with each other that division of household
 chores is reasonable. The role of disciplinarian needs to be supported by the departing member.

Being A Long-Distance Parent

Parenting while away from home is not easy. Some separated parents find it so emotionally difficult they withdraw and become significantly less involved in the lives of their children while they are apart. This, of course, is not good either for the parent or the children, not to mention the difficulty it causes the parent/caregiver who is at home alone. The most important aspect of parenting from a distance is making those small efforts to stay in touch. Doing something to say the parent is thinking about and missing the child is what is most important. Here are some practical suggestions to help keep the absentee parent involved with their children:

- Letters and cards from mom or dad are important. The length and contents are not nearly as important as the presence of something in the mail from the absent parent. When sending picture post cards, make little notes about the place or write that you stood right here "x" in the picture. Any small thing that makes the card personal will have tremendous meaning to children at home.
- Cut out and send things from the local paper or magazines. This is a tangible way to help them feel connected and give them an idea of what life is like there.
- For older children, a subscription to a favorite magazine is a gift that keeps on giving.
- When using a tape recorder, remember to be creative: sing "Happy Birthday," tell a story, take it with you on your job or when visiting with other members of your unit. Don't try to fill a tape completely in one sitting. Make sure you describe the surroundings, the time of day, and what you are doing, etc.
- Try not to forget birthdays and special holidays that would be important to a child, particularly Thanksgiving, Christmas, Easter, Halloween, or Valentine's Day.
- Try to schedule phone calls when children are likely to be at home. Keep a mental list of things you want to talk about with each child, such as their friends, school, ball games, etc. Ask each child to send you something from the activities they are involved in at school, home or outside activities like dance lessons, youth groups or scouts.

- If your child has a pet, make sure to ask about it.
- Send an age appropriate gift for each child. It should be something special just for them. Some interesting and creative gifts include a special notebook for school, a book for coloring or reading, or something unique from where you are stationed.

Become familiar with some of the excellent children's books that deal in a sensitive manner with a variety of family-change situations:

"A Special Family Friend and a New Adventure" by Hoffman and Sitler

"Will Dad Ever Move Back Home" by Paula Hogan

"All Kinds of Families" by Norma Simon

"If You Listen" by Charlotte Zolotow

"The Goodbye Painting" by Linda Berman

"The Giving Tree" by Shel Silverstein

Reading them with your child can help clarify facts and identify feelings.

Turn on your sensors and tune in to your child's worries about the deployment

Just because a child doesn't tell you about their concerns doesn't mean that they are not troubled. Children don't usually recognize the cause nor will they tell you they are concerned. The spouse that is departing should communicate with each child individually. There is no substitute for a letter with your own name on the envelope. Send postcards, snapshots, and tape recordings of the sounds around you where you are deployed. Use unusual stamps, felt-tip pens, colored pencils, and different styles of alphabets and lettering.

Tips for the Spouse Left Behind

- It is very possible you will admit feelings of sadness, self-doubt, fear, or loneliness to your spouse and children. Most parents will agree that these are acceptable risks, and the feelings revealed are much easier to deal with when they can be expressed within the comfort and security of the family.
- Be honest about your feelings. Do not attempt to hide feelings--your own or the children's.
 Many times we try to spare our children from knowledge of our own concerns, self-doubts, and fears.
- Give children a method of measuring the passage of time. Families use such techniques as a ceremonial crossing-off of each day on a calendar as it passes, or of tearing a link off a paper chain consisting of the number of days or weeks the departed spouse will be away.
- Be responsible for all disciplining. Do not fall into the trap of using "Just wait until your Father or Mother gets home" as the ultimate threat. How can a child be expected to greet with joy and affection a parent that has been held over their head for months as the ultimate punisher.

SECTION III - REUNION

(A time to rebuild, reunite and rekindle your marriage and relationship)

Helpful Hints for Reunion

- The reunion of a family after a separation can be just as stressful as the separation itself. If your family has experienced some strain or tension during a reunion, you are not alone. You may have wondered why an occasion that is "supposed" to be so romantic and exciting should turn out less than perfect.
- From the moment you are separated from the person you care about, you may begin to build up an image of that person in your mind. You may fantasize about how wonderful everything will be when you are together again.
- You may remember the members of your family as they appear in the photograph in your walletthe picture perfect all-American family. A similar process is happening with the spouse and
 children. The missing member may be placed on a pedestal as the warrior out defending the
 country. Memories of everyday life such as making ends meet, occasional disagreements, and
 disciplining the children, begin to fade from everyone's mind. The reunion is seen as the solution
 to all problems. "Once we are together again, everything will be perfect." However, reality
 rarely has a chance to live up to the high expectations you have set in your minds.
- This is not meant to be a forecast of "doom and gloom." Homecomings can be very happy occasions as long as all family members make an effort to be as realistic as possible. If the tendency to not pick up after oneself around the house occurred before the separation, that habit probably has not miraculously disappeared. If a weight problem existed prior to the separation, do not expect a fifty-pound loss to have occurred during the separation. If one of the children was experiencing problems at school, do not expect the problem to disappear at reunion time.
- Talking to one another and working through the everyday challenges that family life presents is what is important. This does not all have to be accomplished on the day of the family reunion.

Give yourselves some time to enjoy one another. Everyone needs to get reacquainted before problem solving begins.

Military Member/Sponsor:

- Ease yourself back into the family gradually. If you come on like a "Sherman tank" and try to bulldoze your way back into your family's life, feelings of resentment will surface. See yourself as a "Special Guest" for a while.
- Take some time to observe how the family has been running in your absence. You might be tempted to jump right in with "Now that I am home, there are going to be a few changes around here." You will see that some things will change naturally as a result of your presence in the family. If you disagree about the way other things have been handled, wait a few days and discuss it openly with our spouse.
- Do not try to take over the finances immediately. A complete interrogation regarding the state of the checkbook as soon as you walk through the door is bound to create hostility. Set aside some time when things have calmed down to review the financial situation with your spouse.
- Take it easy with the children in terms of discipline. For a while, stick with the rules your spouse has established during your absence. Immediately playing the "heavy" will not open up opportunities for you and the children to get to know one another again. It is not difficult to understand why some children are afraid of the returning parent if all they have to look forward to is "a changing of the guard."
- On the other hand, sometimes it is easy to spoil your children. If you have not seen them for a long period of time, or you are home for only short periods of time, you may find yourself not wanting to discipline them. You are probably eager to make up for the time you were unable to spend with them. This is certainly understandable. But do not put your spouse in the position of constantly playing the "heavy" while you have all the fun with the children.
- Do not be surprised if your spouse is a little envious of your travels. Your life may look very exciting compared to the job of "keeping the home fires burning." Surprise your spouse with a gift when you return from a new place. This way they can show off their "treasures" from different countries and cultures, and share in your experiences.
- Expect your spouse to have changed. Neither of you is the same person you were a few months ago, or even a few weeks ago. The main adjustment for military families after a separation is the change in roles. Your spouse has learned to cope alone as a matter of survival. Out of necessity, some of your roles have been taken over in order to compensate for your absence. Try not to be threatened if you find an independent person when you return home. The fact that your spouse can cope without you does not necessarily mean that he or she cares about you any less.

Spouse:

Keep in mind that your spouse has been operating in a regimented environment with a daily routine. Transition to family life takes a while. In some instances, your spouse might be a rebellious against any kind of schedule or preplanned activity you have set up. Be patient! There might also be some trouble sleeping soundly throughout the night at first. It takes some time to make the transition from barracks-style living to home living, especially if your spouse has been standing rotating shifts or working irregular hours.

- Do not take it personally if you find your spouse day dreaming about work-related issues. Your spouse has been immersed in a totally work-related environment while away from home. It takes a while to let go of that world, even when a spouse is relieved to be away from it and home with the family.
- You might find that your spouse is either surprised or even hurt that you have been able to manage everything so well alone. Try not to get defensive. Everyone wants to feel needed. Reassure your partner that although you are capable of handling the household and family on your own, you need companionship and emotional support. Point out that it also makes life a lot easier when you have someone with whom you can share these responsibilities.

Children:

- Some children will keep their distances from the returning parent for a while. They may still have unresolved feelings of anger toward that individual for leaving them, and are not ready to allow that parent to be part of their lives yet. They may have to be "courted" for a while until they feel comfortable again.
- Other children will become "clingers." Each time the parent disappears from sight for a few moments, they think the adult has gone away from home again. As a result they tend to hold on for dear life and not let the parent out of their sight. Be patient. This will pass with time as they see you leave and return again.
- At reunion time Dad could be meeting his new infant son or daughter for the first time. This can be quite an emotional experience for everyone, including the infant. Parents do not feel that you have to thrust a crying infant into the arms of the returning members. Do not feel overwhelming rejection if your infant will not come to you at first. Give the child some time. Infants are people too, and they need time to develop trust before they feel comfortable with a new adult in their lives.
- Plan to spend some time individually with each one of your children by doing some activity that is special to them. This allows the parent to get reacquainted with each child in a way that is most comfortable for that particular child. It also makes children feel special and appreciated for their individuality.
- Expect your children to have changed both physically and emotionally. Sometimes the changes are barely noticeable from day to day, but if you go away, you might discover upon your return that your toddler is walking, your fourth grader has learned the multiplication tables, and your teenage daughter has a new boyfriend.

EMOTIONAL PHASES OF DEPLOYMENT

Your spouse warns you to expect it. The military urges you to prepare for it. Your civilian friends can't understand it. Your children rebel against it. And you, as a military spouse, struggle to cope with it. It is a family separation, a fact of life for soldiers and their families. Whether it is caused by a deployment or Temporary Duty (TDY), separation is one of the most wrenching experiences of military life and can bring about profound changes in a marriage, personality, and personal growth.

Pre-Deployment

PROTEST

A week or two before your spouse's deployment there is usually a feeling of protest against your spouse leaving. There can be the feeling of unbelief that your spouse will actually leave and guilt that you do not want them to leave.

There is also frustration with the increased hours your spouse spends getting ready to leave. There is the awareness of how many household chores and how much family business must be handled before he/she leaves.

WITHDRA WAL

Next is a tearful period, which may come even before your spouse departs. Thoughts like, "How will I live through this separation without him/her?" are common. There can also be difficulty in sleeping because of fear for your safety when he/she is gone.

Deployment

DETACHMENT

After your spouse has left, there is an initial sense of relief that the pain of saying good-bye is over. After the first week, you begin to feel and realize that you can and have to handle life on your own. It is a state of relative calm and confidence in handling every day living.

ANTICIPATION

About a week or so before they return there is feeling of joy and excitement about the homecoming. Your pace picks up and you think, "He/She is coming home and I'm not ready!" You think about that long list of things you wanted to do before he/she comes home.

Reunion

ADJUSTMENT

He/she often arrives exhausted from the deployment. There are emotional and physical adjustments to be made between the two of you and the children. The first couple of days are a time of unwinding and the attempt to catch up on what has gone on since he/she was gone. The period of adjustment can last from a couple of days to several weeks depending on the length of the deployment.

REINTEGRATION

The marriage and family relationships are both reunited. Each person in the family has grown because of the separation and they can look forward to a stronger marriage and family as a result.

SECTION IV - IMPORTANT TIPS AND GUIDES

IMPORTANT INFORMATION

Important Names & Numbers:

Sponsor's Unit:
OIC/NCOIC Name: Orderly Room Phone Number: Commander's Name & Phone #: First Sergeant's Name & Phone #: Sponsor's Location (if releasable): Sponsor's Address: Commercial & DSN Phone Number for Spouse's Location (if available):
Orderly Room Phone Number: Commander's Name & Phone #: First Sergeant's Name & Phone #: Sponsor's Location (if releasable): Sponsor's Address: Commercial & DSN Phone Number for Spouse's Location (if available):
Commander's Name & Phone #: First Sergeant's Name & Phone #: Sponsor's Location (if releasable): Sponsor's Address: Commercial & DSN Phone Number for Spouse's Location (if available):
First Sergeant's Name & Phone #: Sponsor's Location (if releasable): Sponsor's Address: Commercial & DSN Phone Number for Spouse's Location (if available):
Sponsor's Location (if releasable):Sponsor's Address:Commercial & DSN Phone Number for Spouse's Location (if available):
Sponsor's Address: Commercial & DSN Phone Number for Spouse's Location (if available):
Commercial & DSN Phone Number for Spouse's Location (if available):
Nomes and Numbers of Evice de EDC DOC etc.
Names and Numbers of Friends, FRG POC, etc.: Persons to Contact in Case of Emergency at (i.e. relatives). Names, Phone #:

FAMILY DATA

Importance of A Power Of Attorney

- The power of attorney is a legal instrument that deserves your serious consideration. In important personal matters, it may often be necessary for your spouse, a parent, or another competent person to act for you in your behalf, and a power of attorney becomes an essential document.
- Most attorneys and legal assistance officers are in a position to furnish you with a general power
 of attorney that covers most contingencies. This may very well satisfy your personal needs.
 Otherwise, you may prefer to have a more specific power of attorney drawn by your attorney or
 your legal assistance officer. Note: Most actions require a special power of attorney.
- If a power of attorney is to be executed in connection with life insurance policies, it is not always feasible to employ a standard form. Insurance contracts contain multiple features and any power of attorney given in connection with them should be tailored to fit the specific contract. Check with your legal office for guidance.
- One of the most important and least known powers of attorney is the one given to a baby sitter. If you have children and they become ill while you're away, no doctor, on or off post, can treat the child unless it is an emergency. In other words, all the doctors can do is keep your child alive until you can be located. A power of attorney gives the baby sitter/care provider legal right to seek medical assistance for your child. A copy of this power of attorney should also be kept with the child's medical records.
- In any event, before you execute a power of attorney, be sure you understand exactly what you want your attorney-in-fact to do in your place. For example, you may want to limit the duration of the instrument to a period of time you expect to be deployed.
- It is important for you to periodically review your existing power of attorney(s). Your changing needs may necessitate the revision of an existing power of attorney, ensuring it accomplishes exactly what you need done and nothing else. Remember that it is a good habit to periodically review ALL of your legal instruments (power of attorney, will, etc.) A little time spent reviewing and revising may save you a great deal of trouble later.

The Importance of A Will

- Should you die without a Will, the state in which you live will make one for you. However, the Will made for you by law is most rigid and arbitrary in its distribution of your estate after your death. You will not have any say as to disposition of your assets. Therefore, regardless of the size, nature or extent of your estate, everyone should have a skillfully prepared Will that carries out your wishes and desires.
- Your Will, when properly and accurately drawn, allows you to distribute your estate in almost any manner you desire and permits you to nominate the person of your choice to carry out your mandates at a minimum of expense to the estate. You can direct the period of time over which your estate will be distributed and all the terms and conditions for said distribution. You can appoint other fiduciaries such as guardians, trustees, and others to administer and tend to the needs of minor children in accordance with your wishes and desires and not that of creditors or distant relatives or some stranger to your loved ones. A Will provides a valuable link in the chain of title for all real property (houses, lots, farms, etc.).

• No single Will form exists that can be used in all parts of the United States and/or overseas. In addition, it is important to remember that the desires and needs of individuals can differ. See a lawyer of your own choice for the preparation of your Will and that of your spouse. If you need assistance, visit your legal affairs office.

Family Care Plans for Dual Military Families and The Single-Parent

All military members married to military members and single-parent military members with minor children must have a Family Care Plan. The Family Care Plan is a working plan. It helps provide guidance for caregivers during mobilization. It helps guardians and others with care for family member's financial, legal, and medical needs. Family care plans alleviate some of the pressures involved in deployment, mobilization, training, etc. The plans allow you to concentrate on your mission and be more productive. Family Care Plans include information as to how you want family business conducted in your absence. Also, included in this plan are forms, instructions for care, legal authorizations, and names, addresses, and telephone numbers of people involved in the Family Care Plan. With no time to prepare a Family Care Plan in the midst of departure, it is essential to have a plan before deployment. Check with your orderly room and talk with your commander or with an Army Community Service representative for assistance in developing your plan.

HANDLING AN EMERGENCY

Sometimes an emergency situation occurs where you may find it necessary to request for your spouse to come back from the field or deployment. The U. S. Military defines an emergency as:

DEATH, CRITICAL ILLNESS or INJURY to an IMMEDIATE FAMILY MEMBER. CRITICALLY ILL or INJURED means possibility of death or disability.

IMMEDIATE FAMILY is defined as husband/wife, children, parents or grandparents (who raised your spouse in place of parents).

NOTE: The birth of a child, the flu, a broken arm or leg are not defined as reasons for emergency leave.

INFORMATION YOU WILL NEED:

- 1. The full name of the individual.
- 2. The nature of the emergency.
- 3. The name of the doctor.
- 4. The name and location of the hospital.

CONTACTING YOUR DEPLOYED SPOUSE FOR EMERGENCIES

The American Red Cross assists soldiers/families/units and acts as the primary point of contact for emergency notifications. For additional information concerning Red Cross services, see page 27 of this manual.

The Commanding officer of your spouse's unit is the only one authorized to grant emergency leave. It can only be granted when your spouse's presence will significantly contribute to assisting with the emergency. If you know of or have a family emergency while your spouse is deployed contact the unit Emergency Operations Center (EOC) for additional assistance.

If you have a need to contact your spouse who is deployed but don't know if it qualifies as an "emergency", contact the unit rear detachment commander, family readiness liaison, chaplain or the community chaplain's office for assistance. They can help you sort through the issues and assist you in contacting your spouse as needed.

Support Agencies and Programs

Knowing who to call when you have problems helps to keep the difficulty from seeming like a catastrophe. It is vital to get in touch with the right person or persons who can give you the right information. Following is a suggested list of some of the agencies and support programs that you need to be familiar with. Make sure you contact your Army Community Service Center or the unit Family Readiness Liaison or Group Leader for additional information or help.

American Red Cross
LOCATION:
PHONE #:
Services Provided:
 Emergency Notification/Communications. Information/Referral and Guidance. Volunteer Opportunities. Training (CPR & First Aid, Healthy Pregnancy/Healthy Baby, Babysitting Certification, etc.).
Army Community Service
LOCATION:
PHONE #:
Services provided:

- Intake/Information & Referral
 - Crisis Intervention
- Deployment/Mobilization Readiness
 - Family Assistance Plan
 - Pre-Deployment Assistance
 - Deployment Support
 - Post-Deployment Assistance
 - Rear Detachment Support
 - Family Readiness Group Training
 - Operation R.E.A.D.Y. Training/Support
 - Video Tele-Conferencing
- Soldier & Family Readiness
 - Domestic Violence Prevention (e.g. Stress & Anger Management)
 - Shelter & Respite Care
 - Transitional Compensation for Abused Dependents
 - Foster Care
 - Exceptional Family Member Assistance
 - Outreach Services
 - Victim Advocacy

- Relationship Enhancement Seminars/Training
- Relocation Readiness
 - Relocation Counseling
 - Pre-Arrival Information
 - Post-Move Newcomer's Orientation
 - Lending Closet
 - Service to Multicultural Families
 - Sponsorship Support
- Employment Readiness
 - Resource Information
 - Job Search Assistance
 - Career Counseling
 - RESUMIX/Application Preparation Assistance
- Financial Readiness
 - Prevention Education/Training
 - Financial Counseling
 - Debt Liquidation Assistance
 - Consumer Advocacy
 - Consumer Complaint Resolution
 - Army Emergency Relief
- Army Family Team Building

Child & Youth Services

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Services provided:

- Summer camps.
- Before and after school programs.
- Recreational opportunities.
- Instructional opportunities.
- Cultural opportunities.
- Educational opportunities.
- Team and individual sport.
- At-risk Youth programs.
- Youth Transition programs.
- Full time and hourly care.
- Enrichment Programs.
- Resource and Referral Program.

<u>Chapel</u>
LOCATION:
PHONE #:
Services provided:
 Religious Rites: Baptism, Holy Communion, weddings, funerals and other sacraments and rites, as required in individual faiths. Counseling: Religious, individual, family, interpersonal, marriage, morale, and premarita counseling are available. Education: Religious education program, growth seminars, bible study groups, couples communication, family enrichment, and marriage encounters. Fellowship: Diverse social activities, youth groups, men's and women's organizations and prayer groups.
Community Counseling Center
LOCATION:
PHONE:
Services Provided:
Addiction Counseling.Substance Abuse Prevention Education.
Health Clinic/ TRICARE Service Center
LOCATION:
PHONE #:
Services provided:
 Medical treatment, routine care and immunizations. Well-baby and well-woman examinations. Advice on filling out claim forms and available civilian medical care. Care authorization. Non-availability statements.
Housing/Directorate of Public Works
LOCATION:
PHONE #:

Living in Government Quarters: Family members remaining in government quarters assume the responsibilities of the absent sponsor, which means:

- If family members plan to depart the area for extended periods during the sponsor's absence, but wish to keep the quarters, they must inform the housing office. It is the spouse's responsibility to arrange for the care and upkeep of the quarters (e.g. grass cutting, yard work, and security) during his/her absence.
- A spouse can sign for quarters and furnishings and terminate quarters in the sponsor's absence. A power of attorney or notary is not required. The spouse's signature on the sponsor's behalf does not change the sponsor's basic responsibility for such property.
- Service/Work orders may be submitted according to the standard procedure.

Legal Assistance/Staff Judge Advocate
LOCATION:
PHONE #:
Counseling and assistance with personal legal concerns include:
 Wills, Powers of Attorney, Taxation and Bills of Sale. Landlord/tenant problems and interpretation of leases. Domestic relations (adoption, separation, non-support and referral to civilian attorneys) Consumer problems (contracts, product injury, etc.) Citizenship, immigration, passports, name changes. Notarizations, Civil rights. Damage claims.
Personnel Services Battalion
LOCATION:
PHONE #:
Services Provided:
 ID Card Renewal Passports
Provost Marshal/Military Police
LOCATION:
PHONE #:
Services Provided:

- 24-Hour-A-Day Community Law Enforcement Assistance.
- Military Police Investigations.
- Drug Abuse Resistance Education Programs.
- Inclement Weather/Road Condition Hotline.
- Police Liaison and Interpretation.
- Physical Security Inspections.
- Vehicle Registration.

LOCATION:	
PHONE #:	_
Services provided:	

- Individual, family, and marital therapy.
- Biofeedback/relaxation therapy.

Social Work Service

FINANCIAL MATTERS

(Many problems spouses have during family separations are money related)

Bills

Designate one person to pay the bills regularly each month. The spouse who is home on a more regular basis usually accepts this responsibility. Although both spouses should be aware of their financial picture, switching back and forth may lead to confusion.

Spending Plan

- Make a complete inventory of your monthly financial obligations (see budget work sheet). Many agencies can assist you in organizing a spending plan for your family including the Army Community Service Consumer Affairs and Financial Assistance Program, some financial institutions and Consumer Credit Counseling agencies. Basically, you need to estimate the amount of money coming in, your "fixed" expenses (housing, utilities, etc.), and the management of the remaining income (savings, emergencies, major purchases, recreation, etc.).
- Both spouses need to work out a spending plan together. This point cannot be stressed enough
 since financial difficulty is one of the most common problems military families experience during
 separation.

Special Budget Considerations

- Cost of phone calls between the spouses and relatives and friends.
- Changes in pay entitlements.
- It is necessary to make allowances in the spending plan to cover these costs or make an agreement not to indulge in these extras and stick to the plan.

Allotment

• An allotment is a specified amount of money designated by the military member, which is deducted from paychecks and sent to a designated individual or institution on or about the first of each month.

• Setting up an allotment ensures that your family receives funds on a regular basis to operate the household whether or not you are home. Plan ahead. It can take several months for the allotment procedure to begin.

Two Checking Accounts

- Most couples find it helpful to maintain two checking accounts--one for monthly household expenses and one for the service member while away from home. This eliminates the problem of some deposits and withdrawals not being recorded, as a result of two people in two different places trying to operate out of one checkbook.
- If you decide to operate with one checking account, make sure you work out procedures for maintaining a "Master" check register up to date at all times to avoid confusion and possible problems.

Income Tax

If the family will be separated when taxes are due, decide in advance how income taxes will be filed and who will do it. If you prefer to calculate the taxes while you are away, take into consideration the time it will take to mail tax forms back and forth. Make several copies of all forms that are mailed in case they are lost. Another option is to apply to the Internal Revenue Service for an extension on the filing date. Remember that free tax assistance is available from the Legal Affairs Tax Assistance office and you should call the legal office if you have any questions.

<u>Cash Flow Worksheet #1 – Monthly Income</u>

TYPE OF INCOME	ESTIMATED	ACTUAL
BASIC PAY		
QUARTERS ALLOWANCE (BAQ)		
SUBSISTENCE ALLOWANCE (BAS)		
CLOTHING ALLOWANCE		
VARIABLE HOUSING ALLOWANCE (VHA)		
SPECIAL PAY		
(FLIGHT, PRO, ETC.)		
MEMBER'S OFF DUTY PAY (NET)		
SPOUSE'S EARNINGS (NET)		
CHILD SUPPORT (RECEIVED)		
INTEREST/DIVIDENDS		
OTHER INCOME		
TOTAL MONTHLY INCOME		

Cash Flow Worksheet #2 – Monthly Expenditures

TYPE OF EXPENSE	ESTIMATED	ACTUAL
FIXED EXPENSES:		
SAVINGS (PAY YOURSELF FIRST)		
SOCIAL SECURITY		
MEDICARE		
FEDERAL WITHHOLDING TAX (FTW)		
STATE WITHHOLDING TAX (STW)		
AFRH		
SGLI		
COMMERCIAL LIFE INSURANCE		
DUES AND CLUB MEMBERSHIPS		
CHILD SUPPORT/ALIMONY (PAID)		
VEHICLE INSURANCE		
RENT/MORTGAGE		

III DI I DI DI DI DINGO.	
VARIABLE EXPENSES:	
ELECTRICITY	
GAS	
WATER/SEWER	
TRASH	
HOUSE/YARD UPKEEP	
TELEPHONE	
GROCERIES	
PERSONAL CARE ITEMS	
SUPPLIES (CLEANING, ETC.)	
AUTOMOBILE (GAS & OIL)	
AUTOMOBILE MAINTENANCE/REPAIR (Routine)	
LICENSE/TAX/INSPECTION	
CLOTHING & ACCESSORIES	
LAUNDRY/DRY CLEANING	
SCHOOL COSTS (TUITION)	
SCHOOL SUPPLIES (BOOKS, ETC)	
CHILD DAY CARE	
ALLOWANCES	
BEAUTY/BARBER SHOP	
MEDICAL/DENTAL	
MEDICINES & DRUGS	
GLASSES/CONTACTS	
NEWSPAPERS/MAGAZINE SUBSCRIPTIONS	
CHARITABLE CONTRIBUTIONS	
HOBBIES & SUPPLIES	
FOOD	
SNACKS	
CABLE TV	
RECREATION/ENTERTAINMENT	
TOBACCO PRODUCTS	
BEVERAGES	
BANK SERVICE CHARGES	
POSTAGE	
VETERINARY COSTS/PET FOOD & CARE	
OTHER EXPENSES:	
TOTAL MONTHLY EXPENSES	
TO THE MEDITINE DATE OF THE PERSON OF THE PE	

THE FAMILY WHEELS

(The family car is one of your most valuable possessions while your spouse is away. Please take care of it)

Automotive Checklist

•	Where should the car be taken for service:
•	Does the car need to be lubricated before the end of this deployment?
•	If yes, at what mileage?
•	Does the car need a tune-up?
•	Should the spark plugs be changed?
•	At what mileage should they be changed?
•	What brand and type plugs should be used?
•	Mileage at last tune-up:
•	Mileage at next scheduled tune-up?
•	At what mileage should the oil be changed?
•	What type and weight of oil is used?
•	Where should this be done?
•	Should the oil filter be changed?
•	Is a new air filter needed?
•	When should a new air filter be installed?
•	Can you replace the filter yourself?
•	What type of gasoline does the car use? ()Leaded ()Unleaded ()Unleaded Premium
•	Is there water in the battery?
•	Is the battery in good condition?
•	What kind and size of battery should be purchased, if needed?
•	Where should a new battery be purchased?
•	Are the tires in good condition?

•	Is there at least a 1/4" tread?
•	Do you know how to check for tread depth?
•	Will the tires last through a deployment?
•	If needed, what size, type, and brand of tires should be purchased?
•	Is there a guarantee on the present tires and is it readily accessible?
•	When is the car insurance premium due?
•	How much is it?
•	To whom is it paid and how?
•	Does the car have an inspection sticker and, if so, when does it expire?
•	Where should it be taken to be inspected?
•	Where are the car's registration papers or cards?
•	When does the registration expire?
•	Do you need a power of attorney to register your car?
•	Are there extra car keys in the house?
_	If was whome are thou?

Common Car Problems

Starting Difficulties: If your car refuses to start, but the battery has enough power to crank the engine, you may not be using the correct starting procedures. For most cars, starting the engine when it is cold requires that you depress the gas pedal to the floor then release it. Turn on the ignition and attempt to start the car, the engine should start. If not, pump the accelerator two to three times and try again. If for some reason you have pumped the accelerator several times and you begin to smell a faint odor of gasoline, chances are you've flooded the engine. This means that there is too much gas in the engine. In this case, wait for two or three minutes and depress the accelerator all the way to the floor, hold it while cranking the engine, and the car should start. As soon as it does, release the accelerator. If it doesn't start, there may be some mechanical problem.

Cold Weather Starts:

- If the temperature has been close to freezing for several hours, your car may be hard to start. Be sure to depress the accelerator all the way to the floor twice and release it before cranking the engine. When starting, the engine will probably turn over sluggishly and slowly pick up momentum. Follow this procedure for a maximum of five times. If the engine still won't even show any sign of life, quit. Any more attempts will just kill your battery.
- There are several other tricks for cold-weather starts. Chemical sprays are available for you to spray into the air intake unit, which sits on top of the engine. Before cranking, however, make

sure to read the manufacturer's instructions to the letter since these sprays are highly flammable.

Dead Battery:

- A battery is considered "dead" when it no longer has enough power to turn the engine over. If there is only enough power in the battery to just slowly turn the engine, chances are that the engine is not going to start.
- Using a charger can recharge a battery that has lost its charge. Normal chargers take household current and transform it into the type needed in the battery. Battery chargers are almost as expensive as new batteries, but by taking the battery to a gas station, it can be recharged for only a few dollars.
- Sometimes, because of the age of the battery or "burned out" cells within the battery, the battery will not take a charge. That is, it will go dead as soon as you remove it from the charging device. At this point, the only option left is to purchase a new battery.

The most common causes of battery failures are:

- Excessive attempts to start an engine that has failed due to mechanical problems.
- Too many starts (over a period of several weeks) and not enough driving time to recharge the battery with the alternator or generator.
- Forgetting to turn off headlights and other electrical equipment that doesn't go off when the ignition is turned off.
- Finally, equip your car for a "dead battery emergency" by buying a set of jumper cables. These are two lengths of cable with squeeze-type clamps at each end for transferring power from a good battery into a dead one to start the car. Once running, the engine will recharge the dead battery as explained above. Be sure to hook up the jumper cables correctly: watch polarity (+ and -). It is best to go over this procedure with someone who knows how before trying it yourself.

In Case of an Auto Accident

- If you are involved in an accident, STOP IMMEDIATELY AND....
- Aid any injured persons. Call a doctor. Do not move the injured person as movement may add to their injury. If necessary, call an ambulance.
- Ensure that oncoming traffic is warned by placing a warning triangle 100 meters from the scene of the accident.
- Do not admit responsibility -- make no statement regarding the accident except to the police.
- DO NOT REVEAL THE EXTENT OF YOUR INSURANCE COVERAGE TO ANYONE.
- Take notes concerning all details of the accident. Be sure to get names and addresses of all injured persons, occupants of all cars, and other witnesses.

•	REPORT ALL ACCIDENTS TO YOUR INSURANCE COMPANY IMMEDIATELY. Your
	insurance company will not provide proof of financial responsibility to authorities until the
	company receives your accident report.

•	Final Pre-Separation Checklist		
•	Have you discussed your feelings on the deployment and your spouse's return?		
•	Have the children been included in discussions on where you are going, when you are coming home, why you are leaving?		
•	Have you reached an agreement on frequency of letter writing/phone calls?		
•	Do you have current family snapshots?		
•	Have you recorded your children's favorite bedtime stories/songs on cassettes?		
•	Do both the deploying member and remaining parent or guardian understand what the unit/Family Readiness Group, Army Community Service, Army Emergency Relief, American Red Cross, Chaplain etc. can do for you and how to contact them?		
Se	<u>curity</u>		
•	Has the home been given a security check?		
•	Do all window locks work?		
•	Do the windows open or are they painted shut?		
•	Do all door locks work properly?		
•	Do you have keys for all doors or combinations for all padlocks?		
•	Does the smoke alarms function and do you know how to test them?		
•	Are all emergency numbers posted where they can easily be referred?		
•	Is there an appropriate message on the answering machine? (Having a male voice sometimes discourages crank phone calls)		
Me	edical		
•	Do you know and understand how to use the medical facilities, and do you know how to use TRICARE?		
•	Do you know who your children's pediatrician is and what his/her phone number is?		
•	Do you know your children's dentist/orthodontist and their schedule?		
•	Is your family enrolled in DEERS?		
•	Do you know how to get to the closest medical facility?		

Financial

•	(See Financial Matters Section for More Information)			
•	Have you determined who will pay the bills?			
•	Do you have a spending plan?			
•	Do you both understand the spending plan?			
•	Does you spending plan consider the following?			
	□ Rent/Mortgage			
	□ Utilities			
	□ Food			
	□ Automobile Maintenance			
	□ Insurance			
	□ Loan Payments			
	□ Emergencies			
	□ Long Distance Phone Calls			
	□ Postage			
	□ Tolograms			
	□ Travel (Leave)			
	□ Entertainment			
	□ Duccourts			
•	Has an allotment been established?			
•	Will the allotment be in effect in time?			
•	Is there a "backup" plan if the allotment is late?			
•	Have you established two checking accounts?			
•	Have you decided upon a procedure for income taxes?			
Leg	<u>gal</u>			
•	Do you know spouse's social security number?			
•	Have you provided for Power of Attorney?			
•	Do you have current wills?			
•	Have guardians for the children been named in the will?			
•	Does everyone who qualifies have a government identification (ID) card?			
•	Will any ID cards need renewing?			
•	If ID needs renewing, has Form DD 1172 been completed?			

•	Is military member's record of emergency data on record and current?
•	Do you know the process for moving your household goods?
Im	portant Papers
	Are the following important papers current and in an accessible safety deposit box?
	□ Power of Attorney
	□ Wills
	☐ Insurance Policies
	□ Real Estate (Deeds, Titles, Mortgages, Leases)
	☐ Bank Account Numbers
	□ Charge Account Numbers
	□ Savings Bonds
	□ Birth Certificates
	□ Marriage Certificates
	□ Naturalization Papers
	□ Citizenship Papers
	☐ Family Social Security Numbers
	□ Inventory of Household Goods
	□ Car Title(s)
•	Do each of your family members have the following phone numbers?
	□ Police
	□ Fire
	☐ Medical (Hospital/Doctor)
	Service Member's Contact Number
	□ Service Member's Unit Number
	☐ FRG Phone Tree/Chain of Concern
	□ Reliable Neighbors
	□ Relatives
	Children's School
	□ Spouse's Workplace
	Utilities
	□ Repair Shops
	☐ Insurance Company
<u>Ho</u>	usehold Maintenance
•	Do you know whom to call if something breaks?
•	Do you know how to operate the furnace?
•	Does the furnace have clean filters?

•	Does the furnace need periodic supplies of oil/gas?		
•	Is the hot water heater operating properly?		
•	Are any pipes or faucets leaking?		
•	Toilets operate correctly?		
•			
•	All drains operate correctly? Are the following appliances operating correctly?		
	□ Stove		
	□ Refrigerator		
	□ Freezer		
	□ Dishwasher		
	□ Microwave		
	□ Clothes Washer		
	□ Clothes Dryer		
	□ Television		
•	Does everyone know where the fuse box is?		
•	Are the switches of the fuse box labeled?		
•	Are there extra fuses?		
•	Is there adequate outside lighting?		
•	Are there tools in the house?		
•	Is the lawn mower tuned?		
•	Is there an adequate amount of firewood?		
	1 777 77 77 77 77 77 77 77 77 77 77 77 7		

DEPLOYMENT SURVIVAL TIPS

- Take time for yourself, especially away from the children.
- Find a friend or neighbor with whom to swap babysitting or transportation.
- Eat good balanced meals and get lots of rest.
- Keep close contact with family and friends.
- Have someone you can confide in when you have an up or down day. Know yourself and if you need professional help.
- Know and contact your chain of concern (Company Commander's spouse and/or 1st Sergeants spouse) with emergency needs or concerns. Remember you are not alone, we are in this together. Let's stick together.
- Be positive as much as possible! Give someone a hug or a big smile! Don't start listening to gossip or rumors. Keep a sense of humor!
- Get involved in an educational or exercise class. Do something athletic, i.e., ride a bike, play tennis, etc. Take a walk with a friend.
- Learn a new hobby or start back up an old one. Start a sewing project.
 Plan trips and outings regularly with family. Go for a drive or visit a museum. Be creative!
- Go to the library. Read a good book.
- Car pool to Family Support Group functions.
- Have a friend over for coffee or for a meal. Go out to eat for a treat together. Let the kids have a friend over for dinner or the night.
- Go shopping, i.e. to a factory outlet, flea market (KEEP WITHIN YOUR BUDGET)
- Rent a movie and popcorn and/or order a pizza. Go to the Chapel regularly. Pray with a friend. Go to the park, or zoo. Go bowling or skating.
- Be attentive to others and their needs. Surprise someone with a card or phone call. Be an encourager!
- Watch something other than CNN.
- Make a fun list of things to do with the kids, cut up each idea and put it in a jar. On days
 when you are bored, draw out an idea an do it. Encourage children to help make suggestions.
 Make your ideas fit your child or children's ages and interests.

NOTIFICATION OF DEPARTURE

If you leave the area for any reason, it is important that the Rear Detachment Commander knows where you are. There may be an emergency and the unit will need to contact you.

If you cannot contact the unit to provide your location, please fill out the form below and mail it to the unit or leave it with someone within your chain of concern to deliver to the unit.

TO: Rear Detachment Comma Unit Name and Address This is to inform you that I hav	nder ve left the community. I can be reached at the	following location:
NAME:		_
ADDRESS:		_
TELEPHONE:		-
I EXPECT TO RETURN ON O	R ABOUT:	
NAME:	PHONE #:	-
ADDRESS:		